



city of claremont

Community Development • Community Improvement

Abandoned Residential Property Registration Form

Beneficiaries/trustees of abandoned property, as defined in CMC Chapter 8.17, shall register properties with the City of Claremont **within ten (10) days of transfer, vacancy, or subsequent vacancy**. Claremont Municipal Code Chapter 8.17 of Title 8 is available in its entirety, including all requirements for Registration and Maintenance of Abandoned Properties at: www.ci.claremont.ca.us/municipalcode

Please fill out the information requested below:

Registered Property Address: _____, Claremont, CA 91711

Assessor's Parcel Number: _____

Notice of Default Recordation Number: _____ (Please attach copy to this form)

Lender/Lien Holder: _____

Contact: _____ Contact Phone: _____

Lender/Lien Holder Mailing Address: _____

Property Manager: _____

Contact: _____ 24 Hr. Phone: _____

Property Mgt. Co. Local Address: _____

Annual Fee: \$70.00

Please check one: New Registration Renewal Registration

An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31st each year. Registration fees will not be prorated. [CMC 8.17.800]

Print Name

Signature

Date

Company Name, Address & Phone

Mail or deliver this form within ten (10) days of transfer, vacancy, or subsequent vacancy, with the registration fee of \$70.00 to:

Claremont Community Improvement
PO Box 880
207 Harvard Ave
Claremont, CA 91711

**Questions may be directed to the
Community Improvement Division
at (909) 399-5467**

City Business Use Only

Date Received: _____ Fee Received: Yes No

Copy to Cashier for Deposit—Account: 110-000-4623

Original to Community Improvement Division

Claremont Municipal Code (CMC), Chapter 8.17 Registration and Maintenance of Abandoned Properties:

Section 8.17.010 PURPOSE

It is the intent of the City Council, through the adoption of this chapter, to establish a mechanism to protect residential neighborhoods from becoming blighted through the lack of maintenance and security of abandoned properties; to establish an abandoned property registration program; and to set forth guidelines for the maintenance of abandoned properties.

Owner Responsibility under CMC Chapter 8.17:

- Within ten (10) days of a **property transaction** involving a change in the identity of an owner or the owner of record, or alternately a transfer/assignment of a loan or deed of trust secured by residential property, each beneficiary and trustee engaged in the transaction or transfer shall record an instrument evidencing the transaction, transfer, or assignment with the Los Angeles County Recorder's Office. [8.17.030 (A) CMC]
- Within ten (10) days of **abandonment of property**, as defined in CMC Chapter 8.17, the beneficiary/trustee shall register the property with the City [CMC 8.17.040 (B)]
- Report to the City any change of address and change of contact information within ten (10) days of said change. [CMC 8.17.040 (H)]
- Maintain the property on a continuing basis. [CMC 8.17.050]
- Secure the property. [CMC 8.17.060]
- Post the property with the property manager's name, address, and 24 hour phone number on a 18" X 24" placard visible from the front of the property. [CMC 8.17.060]

CMC Chapter 1.14.010

Administrative Fines and Penalties for Violations of City Ordinances and Codes.

Every violation of a provision of this code, the penalty for which is defined as an "infraction" or "misdemeanor," shall be subject to an administrative fine and/or penalty. The provisions of this chapter relating to administrative fines and penalties are in addition to all other legal remedies, criminal or civil, which may be pursued by the City to address any violation of codes, ordinances, mandates, regulations, resolutions, rules, or other laws adopted by the City, or other applicable state codes. Use of this chapter shall be at the sole discretion of the City and nothing in this chapter shall prevent the City from initiating a civil, criminal or other legal or equitable proceedings as an alternative to the proceedings set forth in the administrative fine and/or penalty provisions of this chapter. (98-13)

Claremont Municipal Codes are available in their entirety at:

www.ci.claremont.ca.us/municipalcode